

Schedule 37-360

DEPARTMENT OF ROADS PLANNING AND PROJECT DEVELOPMENT DIVISION

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	SCHEDULE 37-360
	AGENCY, BOARD OR COMMISSION DEPARTMENT OF ROADS
	DIVISION, BUREAU OR OTHER UNIT PLANNING AND PROJECT DEVELOPMENT DIVISION
Supersedes 37-360 and 37-220 Edition of September 15, 2000	

PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE

TITLE

Director

John L. Craig

DATE

June 8, 2005

PART II - ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE

Andrea L. Faling

STATE ARCHIVIST

DATE

June 15, 2005

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE

John A. Gale

STATE RECORDS ADMINISTRATOR

DATE

6/16/05

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 37-360 – DEPARTMENT OF ROADS – PLANNING AND PROJECT DEVELOPMENT DIVISION OE 360

37-360-168 ADDRESS FILE

Listing of mailing addressed for all counties and incorporated cities. It is used for the distributions of highway allocation warrants.

ELECTRONIC DATA: Backup monthly; retain permanently.

SECURITY BACKUP COPY (MAGNETIC TAPE): Retain permanently.

37-360-188.1 AGREEMENT FILE UPDATE (OBSOLETE 1988)

TAGRMTUP.

Immediately dispose of obsolete record.

37-360-12 AGREEMENTS, (PROJECT AND NON-PROJECT ORIENTED)

Retain original as the record copy. May include agreements with utility companies, railroads, counties, cities, villages, and consulting firms for use of buildings payments for services or permits to work in right-of-way which cannot be handled by standard permits; agreements with local governmental units for delegating or assuming responsibilities for the maintenance of roads, bridges, streets, and for agreements for consequent division of financial obligations; agreements for local traffic control installations and for lighting at locations where construction projects are not involved.

ORIGINAL RECORD: Microfilm, scan to CD and destroy 10 years after execution of agreement.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Transfer to the State Archives when no longer of reference value; retain permanently.

CD SECURITY COPY: Dispose of after 10 years.

CD WORK COPY: Dispose of after 10 years.

37-360-21 AUTOMATIC TRAFFIC DATA

Computer data is collected regarding the volume of vehicular traffic on selected roads. It is used to analyze road utilization and also is us in planning. Data has been collected since 1936.

PAPER WORK COPY: Dispose of after 10 years.

ELECTRONIC DATA: Backup monthly; retain permanently.

SECURITY BACKUP COPY: Retain permanently.

37-360-169 AUTOMATIC TRAFFIC RECORDER DATA

Detailed hourly data of traffic.

PAPER WORK COPY: Dispose of after 4 years.

ELECTRONIC DATA: Backup daily; dispose of after 10 years.

SECURITY BACKUP COPY: Dispose of after superseded.

37-360-189 CICS 127, 128, 606

127 – Consultant contracts and agreements, payments; 128 – Project control;
606 – Agreement monitoring.

PAPER WORK COPY: Dispose of after 10 years.

ELECTRONIC DATA: Backup monthly; retain permanently.

SECURITY BACKUP COPY: Retain permanently.

37-360-45 CONSULTANT RECORDS/CORRESPONDENCE

Files which contain records of information relating to consultants doing work for the State and for other government entities within the State, where federal and state funds may be involved. These files generally contain correspondence, preliminary estimates, selection of consultant, fee analysis, negotiations and fees, copies of agreements, progress reports, invoices, pay estimates, audit reports and other miscellaneous data involving consultants and work they are doing. Retain in the Records Center.

ORIGINAL RECORD: Scan to CD and destroy.

CD SECURITY COPY: Dispose of after 10 years.

CD WORK COPY: Dispose of after 10 years.

37-360-92 LETTERS OF AUTHORITY OR NOTICES TO PROCEED

Letters of authority or notices to proceed with highway projects.

Dispose of after 10 years.

37-360-93 LOCATION STUDIES/CORRIDOR REPORTS

Bonded books containing proposed new alignments for 4-lane Expressways.

ORIGINAL RECORD: Scan to CD after 10 years; retain original report until no longer of reference value; transfer to State Archives; retain permanently.

CD SECURITY COPY: Dispose of after 10 years.

CD WORK COPY: Dispose of after 10 years.

37-360-190 MICROFILMED AGREEMENTS

KAGMICRO. Record of microfilmed agreements.

PAPER WORK COPY: Retain 10 years.

ELECTRONIC DATA: Backup daily; retain permanently.

SECURITY BACKUP COPY: Retain permanently.

37-360-201 MISCELLANEOUS MAINFRAME DATA FILES AND PROGRAMS

Miscellaneous data files related to traffic information and assorted Easytrieve and SAS program files.

PAPER WORK COPY: Retain permanently.

ELECTRONIC DATA: Backup monthly; retain permanently.

SECURITY BACKUP COPY: Retain permanently.

37-360-102 MUNICIPAL AGREEMENTS

Agreement with city, town, village or municipality regarding road construction.

ORIGINAL RECORD: Microfilm, scan to CD and destroy 10 years after execution of agreement.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Transfer to State Archives when no longer of reference value; retain permanently.

CD SECURITY COPY: Dispose of after 10 years.

CD WORK COPY: Dispose of after 10 years.

**37-360-116 PHOTOGRAPHY, AERIAL AND GROUND STILL
(OBSOLETE July, 1999)**

Official photographs with original negatives, or transparencies. Photographs made a part of project files, reports, and similar groups of documents, negatives of purely local interest which are made for public relations use, e.g., for personal promotions, ceremonies and recognitions, and from any social activities.

PHOTOGRAPHS: Retain permanently.

NEGATIVES: Retain permanently.

AERIAL PHOTOGRAPH COPIES: Dispose of after superseded.

37-360-205 PORTABLE MACHINE TRAFFIC COUNT DATA

Detailed hourly data and ADTs.

PAPER WORK COPY: Dispose of after 2 years.

ELECTRONIC DATA: Backup daily; dispose of after 2 years.

SECURITY BACKUP COPY (MAGNETIC TAPE): Retain permanently.

37-360-129 PROGRAM DOCUMENTS

Initial planning correspondence for future highway construction projects.

Dispose of after 10 years.

37-360-175 THIRD PARTY CONTRACTS OR AGREEMENTS

Dispose of after 10 year review.

37-360-209 TRAFFIC SPREADSHEETS (OBSOLETE 2003)

Miscellaneous quarto spreadsheets containing traffic-related data and vehicle mile summaries.

PAPER WORK COPY: Dispose of after 10 years.

ELECTRONIC DATA: Backup monthly; dispose of after 10 years.

SECURITY BACKUP COPY (TAPE BACKUP): Dispose of after 10 years.

37-360-210 TRUCK WEIGHT STUDY

Detailed count and weight data.

PAPER WORK COPY: Dispose of after 6 years.

ELECTRONIC DATA: Backup monthly, immediately dispose of after backup.

SECURITY BACKUP COPY: Retain permanently.

37-360-1 UTILITY AGREEMENTS

Dispose of 5 years after payments completed for reimbursable work.

37-360-211 VEHICLE CLASSIFICATION DATA

Detailed hourly count data and ADTs.

PAPER WORK COPY: Dispose of after 4 years.

ELECTRONIC DATA: Backup daily; dispose of after 1 year.

SECURITY BACKUP COPY: Dispose of after superseded.

37-360-187 WATERWAY PERMITS

Files of waterway permits for individual projects.

ORIGINAL RECORD: Microfilm and destroy.

SECURITY MICROFILM: Transfer to security storage; dispose of after 50 years.

MICROFILM WORK COPY: Transfer to security storage after 10 years; dispose of after 50 years.

TRANSFERRED RECORDS

- 37-360-14 ANNUAL STATEMENT OF SOURCE AND APPLICATION OF FUNDS.
Transferred to 37-130.
- 37-360-170 CITY AND COUNTY SUPERINTENDENTS LIST. Transferred to 37-130.
- 37-360-171 CLASSIFICATION AND NEEDS FILE. Transferred to 37-130.
- 37-360-172 CORPORATE LIMIT OPINION, 37-280.
- 37-360-173 CORRESPONDENCE. Transferred to 37-130.
- 37-360-179 CORRESPONDENCE, MISCELLANEOUS. Transferred to 37-130.
- 37-360-180 CORRESPONDENCE, PAVEMENT MANAGEMENT. Transferred to
37 – 312.
- 37-360-181 FEDERAL – AID HIGHWAY LOCAL LOG. Transferred to 37-280.
- 37-360-183 FEDERAL – AID HIGHWAY LOG (OFF). Transferred to 37-280.
- 37-360-184 FEDERAL – AID HIGHWAY LOG (ON). Transferred to 37-280.
- 37-360-185 FEDERAL – AID DESCRIPTION. Transferred to 37-312.
- 37-360-186 FUNCTIONAL CLASS REVISIONS. Transferred to 37-312.
- 37-360-187 FUNCTIONAL CLASS ROUTES DESCRIPTIONS. Transferred to
37-312.
- 37-360-188 FUNCTIONAL CLASSIFIED ROUTES THROUGH MINOR COLLECTOR.
Transferred to 37-312.
- 37-360-189 HIGHWAY EDIT FILE. Transferred to 37-280.
- 37-360-190 HIGHWAY LANE MILE TABULATIONS. Transferred to 37-280.
- 37-360-191 HIGHWAY PERFORMANCE MONITORING SYSTEM – AREA
WIDE. Transferred to 37-312.
- 37-360-192 HIGHWAY PERFORMANCE MONITORING SYSTEM – COUNTY
AND CITY INVENTORY. Transferred to 37-312.
- 37-360-193 HIGHWAY REFERENCES LOG BOOK. Transferred to 37-280.
- 37-360-195 IHI FILES. Transferred to 37-312.
- 37-360-196 INTEGRATED HIGHWAY INVENTORY. Transferred to 37-280.
- 37-360-197 INTEGRATED HIGHWAY SUFFICIENCY DATA. Transferred to 37-312.
- 37-360-198 LANE MILE REPORTS. Transferred to 37-280.
- 37-360-199 MAP UPDATE INFORMATION. Transferred to 37-280.
- 37-360-200 MILEAGE REPORT PROGRAMS. Transferred to 37-280.
- 37-360-202 NATIONAL BRIDGE INVENTORY. Transferred to 37-320.

37-360-203 NATIONAL RAILROAD HIGHWAY CROSSING INVENTORY. Transferred to 37-250.
37-360-203 NEBRASKA HIGHWAY REFERENCE LOG BOOK. Transferred to 37-280.
37-360-204 PAVEMENT CONDITION DATA. Transferred to 37-312.
37-360-130 PROGRESS AND FINAL PAY ESTIMATES. Transferred to 37-280.
37-360-206 PROJECT COMPILATION. Transferred to 37-280.
37-360-207 STATE HIGHWAY INVENTORY RECORDS. Transferred to 37-280.
37-360-164 STATE HIGHWAY PLAN AND HIGHWAY NEEDS STUDY. Transferred to 37-312.
37-360-166 STATE MAPS. Transferred to 37-280.
37-360-167 STATEWIDE PLANNING AND RESEARCH WORK PROGRAM. Transferred to 37-312.
37-360-117 VIDEOLOG. Transferred to 37-280.
37-360-160 SELECTED HIGHWAY STATISTICS (OBSOLETE 2002). Transferred to 37-280.
37-360-208 STATISTICS BOOK FICCS (OBSOLETE; FORMERLY INFORMATION SYSTEMS, 2003). Transferred to 37-280.

NOTE

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet